

# **Minutes of the Veneta Planning Commission**

## **August 2, 2010**

**Present:** James Eagle Eye, Len Goodwin, Calvin Kenney, and Lily Rees

**Absent:** Kevin Conlin

**Others:** Brian Issa, Community Services Director; Zac Moody, Associate Planner; Sheryl Hackett, City Recorder; and Darci Henneman, Assistant City Recorder

---

### **I. REVIEW AGENDA**

Chair James Eagle Eye called the Veneta Planning Commission to order at 7:02 p.m., reviewed the agenda and welcomed Calvin Kenney to the Veneta Planning Commission.

### **II. PUBLIC COMMENT**

None

### **III. APPROVAL OF MINUTES**

**MOTION:** Len Goodwin made a motion to approve the minutes of June 7, 2010. Lily Rees seconded the motion which passed with a vote of 4-0.

### **IV. PUBLIC HEARING:**

#### **Zone Change – CP/ZC-1-10**

1. Open Hearing: 7:03 p.m.
2. Declaration of Conflict of Interest or Ex-Parte Contacts: None
3. Staff Report

The property for which the zone change is being requested is currently developed with a small dwelling and is located west of Central Little School near the intersection of Bolton Hill Road and Territorial Road. The property is approximately 0.15 acres, has shared access to Bolton Hill Road, and is adjacent to other residential properties and across the street from the Oregon Department of Forestry. Prior to the map amendments in 2009, the parcel was split zoned General Residential and Community Commercial. Considering the parcel was previously split zoned Commercial and Residential and the last use on the parcel was commercial, the Comprehensive Plan Map and Zoning maps were amended to show a Commercial designation.

On August 1, 2006, the City received a request to convert the existing dwelling from a residential use to a commercial use. The request to annex the existing residence located at 25053 Bolton Hill Road for use by Central Little School as a classroom triggered the need for a major site plan amendment. An application for the amendment was submitted (SR-7-06) and approved with conditions. Conditions 1 of the approved site plan required a revised parking plan that demonstrated safe on-site circulation that controlled traffic exiting the site and relocated the exit on Bolton Hill Road. The requirement identified in the above condition was met and during the construction of Bolton Hill Road, a new access was created at the east side of the parcel (Tax Lot 1100) and during the construction of the new access the driveway access to the garage of the dwelling was curbed over.

On June 12, 2010 the property owner requested a rezone due to a mapping error. The applicant stated the parcel was previously split zoned Commercial and Residential and as part of the map changes done in 2009 was incorrectly mapped.

Staff rezoned the parcel to Commercial due to its principal use at the time the mapping was done as well as its proximity to other Community Commercial parcels. The applicant stated if the parcel remained zoned as a commercial property it would not be a viable commercial site because it can't meet the parking requirements. A site visit confirmed, the driveway that provides access to Bolton Hill Road is insufficient to provide both access and parking for a commercial use on the site and that there is no on-street parking.

A zone change back to General Residential is appropriate for this parcel. A change to Residential would require the driveway to be moved to the previous location to conform to the off-street parking requirements of Section 5.20 of the Veneta Land Development Ordinance.

4. Public Testimony: None
5. Questions from the Veneta Planning Commission

In response to a question from James Eagle Eye, Brian said the City is the applicant now but the parcels in question are owned by different owners and the current owner of the residence was named as the applicant on the original site plan which Brian processed. Staff reiterated to both property owners at the time that it was being reviewed as a commercial property and if it was zoned as commercial, it cannot be converted back to residential. Central Little School does not own either parcel in question.

Many people complained that Central Little School's access was too close to the intersection with Territorial Road so the School's access was moved further west and the residence's access was removed.

Zac spoke with the property owner's realtor about using the property as a mixed use but the lack of parking is an issue. The zone change does not impact the buildable land inventory because the parcel has already been developed and has a negligible impact and the support of commercial space.

In response to a question from Calvin Kenney, Len Goodwin said if the residence was sold, the property owners would have to go through Lane County to get access. He suggested both property owners meet together with Lane County and figure the situation out. The Planning Commission was concerned about what would happen if Lane County doesn't agree to move Central Little School's access to the east which would leave the residence without access.

In response to a question from Calvin Kenney, Zac said there currently is no recorded easement or joint agreement between the property owners. When noticing all the parties involved of the proposed zone change, Central Little School was included.

Brian said staff is hoping Lane County will grant the request to restore the residential curb cut since it is the only access to the existing driveway.

Zac said the current driveway apron is split near the property line but Central Little School's access may only need to be expanded two or three feet to the east.

Len Goodwin did not want to see the property owners have to go back to square one if the City Council approved the zone change prior to approval from Lane County to restore the original residential access and move Central Little School's access on

Bolton Hill Road east towards the intersection with Territorial Road.

In response to a question from Len Goodwin, Brian said Central Little School's access on Bolton Hill Road takes up a portion of the front yard of the residence requiring the School's access to be adjusted to the east.

Brian said the City is the applicant on this application in order to fix a map error so there's no time line. He confirmed from the Planning Commission that they would like staff to do more research with Lane County, and both property owners, and then provide more options to the Planning Commission.

Len Goodwin recommended approval of the zone change with a condition that staff work with the parties to come to a common understanding prior to sending the zone change to the City Council.

Brian would like to bring it back to the Planning Commission after staff has applied the code to the zone change and also talked with Lane County to see if they are willing to work with the property owners to allow the original access to both properties.

Zac said staff will attempt to work with both property owners and Lane County. If Lane County won't allow the two driveways, staff may accept a site plan amendment to the approved Site Plan Review as an administratively processed application.

6. Close of Public Hearing 7:30 p.m.

7. Deliberation and Decision

After a brief discussion, it was the consensus of the Planning Commission to postpone a decision on this matter until staff can meet with the property owners and Lane County to see if Lane County would be willing to change the property accesses back to their original locations. The Commission agreed the residence should not be zoned commercial.

#### V. OTHER

Brian said staff is reviewing the Work Plan for the coming year and funds were budgeted to hire a consultant or have staff update the Comprehensive Plan and Public Facilities Plan. The updated population figures need to be incorporated into all master plans.

In response to questions from Len Goodwin, Brian said there will be a need for infrastructure to be developed outside the Urban Growth Boundary (UGB), specifically water sources either by the EWEB pipeline or well exploration. The City is highly restrained from the most productive water sources (the Long Tom and Fern Ridge Reservoir) which pushes well sources further south in the UGB. We may get two wells drilled before interference is seen. Eventually we will need to move further south and east. With regard to the EWEB pipeline, Brian said Lane County Board of Commissioners will eventually be involved but as long as we serve areas within our UGB it doesn't require approval from Lane County.

Zac provided an update on the West Broadway Redevelopment Project. Construction on the Park N Ride should be starting soon and staff will be submitting a second grant application for the Community Development Block Grant (CDBG) in September and hopefully we'll have word by November if we receive grant funds. There is a new CDBG director and the Ford Family Foundation is also on board for possible grant funding. So far fundraising efforts have produced \$31,000 of the \$107,000 plus needed. The Fern Ridge Service Center Partners are really driving the point home that we need a new Service Center and they are putting together a harvest festival this fall as a fundraiser. The plan is to close West Broadway and Second Street

and have food booths, music and other community entities to encourage community awareness and support prior to submitting the Ford Family grant. Lane County Community Economic Director is working on possibly diverting some lottery funds from another project for the Service Center. St. Vincent is working through HUD on their grant package for their mixed use building on West Broadway.

Zac said he received a call from someone interested in possibly building a hotel on the corner of Hope Lane and Highway 126.

In response to a question from Calvin Kenney, Zac said the City received no responses to the Request for Proposal (RFP) for developing tax lot 600. Staff will research options for pulling in other developers.

Staff indicated depending on the outcome of the discussion with Lane County on the above zone change, the September 7, 2010 (Tuesday) Planning Commission meeting may not be cancelled.

**VI. ADJOURN**

Chair James Eagle Eye adjourned the Veneta Planning Commission at 7:45 p.m.

  
James Eagle Eye, Chairman

ATTEST:

  
Darci Henneman, Assistant City Recorder